Standard: *Program Execution Plan (PP)*	
Issue Date: May 5, 2000	**Standard ID: *S-PE-015***
Supersedes: March 28, 2000	**Rev/Change 2.0**

1. **Purpose:** To communicate how a Program or "Contract" will be run.

2. **Creating Procedures:**

    P-PE-030 - Detailed Planning

3. **Contents:**

    The Contents are listed in the order that information is typically generated. The plan itself may present this information in a different order if desired.

    1. Project Description
    2. Project Processes
        2.1. Task Order Management Process (see Note 1)
        2.2. Additional Plans if appropriate (see Note 2)
        2.3. Tools and Equipment
            2.3.1.   Customer Furnished Equipment List
            2.3.2.   Test and Measurement Equipment List
            2.3.3.   SEE/STE
    3. Facilities - Identify:
        3.1. Office
        3.2. Furniture and office equipment
        3.3. Special needs (e.g., secure area, secure communications, environmental conditions and controls, storage and handling of hazardous material).
    4. Personnel:
        4.1. Project Organization Chart
        4.2. Role Assignments (S-PM-070)
        4.3. Staffing Strategy
            4.3.1. Identify any special skills required (technical, application domain, security clearances)
            4.3.2. Identify Training for project staff; see "The Organizational process training for each role is covered in the ASEPH, Section 6."
            4.3.3. Describe any project-specific training (application domain, SEE/STE, project orientation)

    5. Risk Worksheet (S-PE-170) - list all risks including planned action (accept, avoid, mitigate) and costs. Note: Every project has some risk. One is loss of key personnel. A second is fire or destruction of the facility. We envision a canned table in a template that includes these items. The planner then adds others as needed. For the Program Plan these are programmatic (or contractual) risks. Separate risk worksheets may also be prepared for individual task orders (especially if they are treated as projects).

    6. Deliverables for Program Management (e.g., status reports and briefings)

Document Name	Delivery Schedule*

Specify weekly, monthly, quarterly, etc. for periodic deliveries, or give calendar date for specific items, as appropriate.

7. Schedule (period of performance, including any options)
8. Budget (contract ceiling)
   8.1. Labor (FTEs) by labor grade
   8.2. ODCs (includes travel, tools, equipment, facilities)

4. Format

Specified by either the Government Program Manager or Contractor Project Manager.

5. Notes:

a) The SEPH will document most of the process. The Program Plan defines the strategy for the activity and any exceptions to the standard process defined in the SEPH. It also defines the organizational structure, a standard set of labor rates, and procedures for analyzing, negotiating, performing and monitoring the execution of task orders, and reporting progress and status. See Appendix C for additional information on managing task order contracts.

b) Depending on the nature and scope of the task order contract, additional plans may be required. These may include:

?? Test Plan (S-PE-125)
?? Configuration Management Plan (S-CM-030)
?? Quality Assurance Plan (S-QA-030)
?? Metrics Plan
?? Subcontractor Management Plan (S-PE-140)
?? Purchasing Plan
?? Project Control
?? Risk Management Plan